

NOTICE

Security and Safeguards Division

09/16/2002

Notice No. 0099

Inventory of Accountable Classified Matter

Background

Classified Security LIR (LIR406-00-02) [Attachment 6, "Accountable Classified Matter"](#) contains inventory requirements that shall be implemented for accountable matter. An inventory of all matter that has entered into the accountability systems must be conducted annually to ensure accurate record keeping.

Feedback from line organizations indicates that several aspects of the current inventory requirements are overly restrictive. The original wording of the LIR, which precludes the classified media custodian (CMC) and the media owner from conducting the inventory, could require up to four workers to inventory a single piece of accountable matter. The revised requirement retains a two-worker requirement but eliminates any limitations on which workers are approved to conduct the inventory.

The revised requirements also allow organizations to conduct inventories at any time during the year and remove the distinction between CREM and other accountable matter. Additionally, the Notice clarifies the Joint Atomic Information Exchange Group (JAIEG) reporting requirement, which was previously a component of the required October-November inventory and therefore not specifically required by the LIR.

By allowing organizations more flexibility to implement the inventory requirements, this Notice more accurately reflects the tenets of ISSM.

Acronyms & Initialisms

ARG—Accident Response Group

CMC—classified media custodian

CMPC—classified matter protection and control

CREM—classified removable electronic media

FGI—foreign government information

JAIEG—Joint Atomic Information Exchange Group

NEST—Nuclear Emergency Search Team

S-OSI—S Division - Office of Security Inquiries

SRLM—security-responsible line manager

Revised Requirements for Inventory of Accountable Matter

Deletions

Sections 3.5.1 and 3.5.2 of Classified Security LIR [Attachment 6, “Accountable Classified Matter”](#) shall be entirely removed and replaced with the requirements below.

Additions

3.5.1 *Inventory of Accountable Matter*

Organizations that possess accountable matter, including CREM, shall conduct inventories in accordance with the following requirements.

- An inventory of all accountable matter shall be conducted at least once per calendar year.
- The results of the inventory shall be submitted in writing to the S-5 CMPC Team no later than 10 business days after the inventory is complete. See the “[Accountable Classified Matter Inventory](#)” form for the information required.
- At least two workers shall be required for all inventory tasks.
- In conducting an annual inventory, custodians or persons designated to conduct inventories shall
 - o physically and visually verify the presence of all accountable documents, parts, and CREM; and
 - o report discrepancies immediately to the organization’s SRLM and to S-OSI.
- A monthly inventory shall be required for classified computer equipment and media belonging to NEST and ARG.
- For SIGMA 14, the Laboratory Use Control Facility Coordinator (UCFC) shall
 - o oversee the annual inventory, and
 - o report holdings of current Sigma 14 Weapon Data to the DOE Headquarters UCFC.

3.5.2 *CREM Inventories*

Organizations shall conduct an inventory of any CREM holdings as part of the general inventory of accountable matter. No additional inventory requirements specific to CREM shall be necessary.

3.5.6 *Joint Atomic Information Exchange Group Reporting*

During the month of January LANL must submit an annual report to the Joint Atomic Information Exchange Group (JAIEG). To provide the information to meet this requirement, organizations shall

- prepare an “[Accountable Classified Matter Inventory](#)” form annually to record, as of October 31, inventory holdings for all NATO ATOMAL matter, designated United Kingdom (UK) documents and CREM, or other FGI designated by international agreements; and
- submit the inventory form to the S-5 CMPC Team no later than December 10th (or the first business day thereafter).

Guidance Note: The inventory for the Joint Atomic Information Exchange Group can be compiled using logging data and the results of previously conducted inventories. An additional physical inventory is not necessary to meet the JAIEG reporting requirement.

References “Accountable Classified Matter Inventory” form, 2/20/02,
<http://int.lanl.gov/security/documents/aci-form.shtml>

DOE M 471.2-1C, *Manual for the Protection and Control of Classified Matter*, 4/17/01,
<https://directives.doe.gov/pdfs/doe/doetext/restrict/neword/471/m4712-1c.pdf>

Questions? Please address questions regarding requirements for inventories of accountable matter to Collis Woods (5-7234) in the Security Support Group (S-5).

*The OIC for this notice is S-5, **Security Support** and the responsible division director is S-DO. This notice will remain in effect until the revised requirements are introduced into **Classified Security LIR Attachment 6, “Accountable Classified Matter.”***